

## **§ 301-10.122**

### **§ 301-10.122 What class of airline accommodations must I use?**

For official business travel, both domestic and international, you must use coach-class accommodations, except as provided under §§ 301-10.123 and 301-10.124.

### **§ 301-10.123 When may I use first-class airline accommodations?**

Only when your agency specifically authorizes/approves your use of first-class accommodations under paragraph (a) through (d) of this section.

(a) No other coach-class or premium-class other than first-class accommodation is reasonably available. “Reasonably available” means available on an airline that is scheduled to leave within 24 hours of your proposed departure time, or scheduled to arrive within 24 hours of your proposed arrival time.

(b) When use of first-class is necessary to accommodate a disability or other special need. A disability must be substantiated in writing by a competent medical authority. A special need must be substantiated in writing according to your agency’s procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant’s services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances are determined by your agency and include, but are not limited to:

(1) Use of other than first-class accommodations would endanger your life or Government property;

(2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or

(3) You are a courier or control officer accompanying controlled pouches or packages.

(d) When required because of agency mission.

NOTE TO § 301-10.123: You may upgrade to first-class at your personal expense, includ-

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ing through redemption of frequent flyer benefits.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 104, 67 FR 17947, Apr. 12, 2002]

### **§ 301-10.124 When may I use premium-class other than first-class airline accommodations?**

Only when your agency specifically authorizes/approves your use of such accommodations under paragraphs (a) through (i) of this section:

(a) Regularly scheduled flights between origin/destination points (including connecting points) provide only premium-class accommodations and you certify such on your voucher; or

(b) No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed; or

(c) When use of premium-class other than first-class accommodations is necessary to accommodate your disability or other special need. Disability must be substantiated in writing by a competent medical authority. Special need must be substantiated in writing according to your agency’s procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use premium-class other than first-class accommodations if you require the attendant’s services en route; or

(d) Security purposes or exceptional circumstances as determined by your agency make the use of premium-class other than first-class accommodations essential to the successful performance of the agency’s mission; or

(e) Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards; or

(f) The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations; or

(g) Your transportation costs are paid in full through agency acceptance of payment from a non-federal source in accordance with chapter 304 of this title; or

(h) Where the origin and/or destination are OCONUS, and the scheduled